
Mississippi Management and Reporting System

Department of Finance and Administration

MMRS MASH/Training Materials		
8201	LSO Agency Training Administrator Guidelines	Effective Date: 05/01/2016
		Version: 1

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MAGIC PORTAL LOGON INFORMATION

The website address used to access MAGIC is: <https://portal.magic.ms.gov/>

This web address will **not** be used in training environments.

If you have problems with your password, call the MMRS Call Center at 601-359-1343.
Select Option 1 (Security) for password resets in MAGIC.



The image shows the MAGIC portal logon page. On the left is the MAGIC logo, which features a blue outline of the state of Mississippi and the word "MAGIC" in large, bold, yellow letters with a blue star over the "A". Below the logo, it says "Mississippi's Accountability System for Government Information and Collaboration". To the right of the logo, there is a link for password help: "Having password problems? Please click on this [link](#) for help...". Below this, there are two input fields: "User *" and "Password *", each followed by a text box. A "Log On" button is positioned below the password field. At the bottom left, there is a paragraph of text: "MAGIC is the Mississippi Accountability System for Government Information and Collaboration initiative. If you need access or additional information, please go to the <http://ms.gov/magic> website."

MAGIC is the Mississippi Accountability System for Government Information and Collaboration initiative.

If you need access or additional information, please go to the <http://ms.gov/magic> website.

SCHEDULE A COURSE (CLASS)

The purpose of this procedure is to schedule a session of a course type from the catalog.

Menu Path: *Training Administrator tab > Courses > Course > Schedule a Course Date*

- 1.) Following the menu path will open a new window “Create Course Date.”

The screenshot shows the Training Administrator interface. The top navigation bar includes links for Home, Employee Self-Service, External Learner, Procurement, Suppliers Self-Service, e-Grants, General Applications, Training Coordinator, Course Administration, and Training Administrator (highlighted with a red box). The left sidebar contains a 'Work Overview' section with a 'Courses' link (highlighted with a red box) and a 'Services' section with a 'Course' link (highlighted with a red box). The 'Course' link has a sub-menu item 'Schedule a Course Date' (highlighted with a red box). The main content area displays the 'Worklist of Courses' table.

Course Name	Status of Course Preparation	Capacity	Start Date, Time
CRITICAL SUPERVISORY SKILLS CLUSTER	◇	00/00	04/14/2016 08:30:00
ADOPTION COMPETENCY - CHILD ASSESSMENT A	◇	00/00	04/13/2016 08:30:00
"MANAGERIAL COURAGE: WHEN TO SPEAK, WHEN	◇	00/00	04/11/2016 08:30:00
STRESS MANAGEMENT	◇	00/00	04/15/2016 08:30:00
ETHICS AND PROFESSIONALISM	◇	00/00	04/15/2016 08:30:00

The screenshot shows the 'Create Course Date' window. It has a title bar 'Create Course Date' and buttons for 'Start' and 'Close'. Below the buttons, there is a 'Period' field showing '01/06/2016 - 04/06/2016' and a 'Change Period' button. There are two radio buttons: 'Search in Course Catalog' (selected) and 'Keyword Search'. Below this is a 'Course Catalog' table.

Course Group	Delivery Method	Availability	Start Date	Location
► Agency Catalogs			01/01/1900	
► Legacy Conversion			01/01/1900	
► SOMS Catalog			01/01/1900	
► Unassigned Course Types				

- 2.) Drill down through the catalog under SOMS and locate the agency you for which you will schedule the course. For this example Information Technology Services is used.

Course Catalog				
	Course Group	Delivery Method	Availability	Start Date
	▶ MACROMEDIA			01/01/1900
	▶ MAINFRAME			01/01/1900
	▶ NETWORK			01/01/1900
	▶ OFFICE PRODUCTIVITY			01/01/1900
	▶ OPERATING SYSTEMS			01/01/1900
	▶ ORACLE			01/01/1900
	▶ PLANNING & IMPLEMEN...			01/01/1900
	▶ ITS PROGRAMMING			01/01/1900
	▶ ITS PROJECT MANAGE...			01/01/1900
	▶ SECURITY			01/01/1900
	▼ ITS SPREADSHEET			01/01/1900
	▪ CUSTOMIZING EXCEL...	Instructor-led Training		01/01/1900
	▶ INTRODUCTION TO E...	Instructor-led Training		01/01/1900
	▶ INTRODUCTION TO L...	Instructor-led Training		01/01/1900

- 3.) Once the course to be scheduled is highlighted, select “Start.”

Create Course Date

Start

Close

Period: 01/06/2016 - 04/06/2016

Change Period

☒ Search in Course Catalog
☐ Keyword Search

Course Catalog					
	Course Group	Delivery Method	Availability	Start Date	Location
	▶ MACROMEDIA			01/01/1900	
	▶ MAINFRAME			01/01/1900	
	▶ NETWORK			01/01/1900	
	▶ OFFICE PRODUCTIVITY			01/01/1900	
	▶ OPERATING SYSTEMS			01/01/1900	
	▶ ORACLE			01/01/1900	
	▶ PLANNING & IMPLEMEN...			01/01/1900	
	▶ ITS PROGRAMMING			01/01/1900	
	▶ ITS PROJECT MANAGE...			01/01/1900	
	▶ SECURITY			01/01/1900	
	▼ ITS SPREADSHEET			01/01/1900	
	▪ CUSTOMIZING EXCEL...	Instructor-led Training		01/01/1900	

- 4.) On the Create Course Date screen, populate the location using the matchbox.

Create Course Date

E 50000250 Status: Planned Start Date/End Date: 04/11/2016 - 12/31/9999 Location: Course Owner: Delivery Method: Instruct:

Course Duration: 0.00 Hours on 0 Days Language: English Places Available: 14

Basic Data Rooms and Materials Instructors Qualifications and Target Groups Prices and Costs Links Control Parameters

General

Name: CUSTOMIZING EXCEL 2000 AND USING MACR
Short Text: * QCEX2K4
Assigned Course Group: ITS SPREADSHEET
Course Language: English
Location: *
Training Provider:
Status: Planned
Organization: Internal
Booking: Booking Allowed

Description

Text Language: English
Description Course Content Notes More...

Description Type: Extended Course Text
Enter description below:

Schedule

Earliest Possible Start Date:
Course Start: Saturday, 00/00/0000, 00:00 Tm.
Course End: Saturday, 00/00/0000, 00:00 Tm.
Duration: 0.00 Hours on 0 Days

Price

Internal Price: 150.00 USD
External Price: 450.00 USD

- 5.) Select "Start Search" to find the desired location.

Course Location (Title): All Values

 Personal Value List Settings

Search term:

☒ Restrict Number of Value List Entries To 500

- 6.) Select the desired location by highlighting the row and select the “OK” button. It will populate the location on the original Create Course Date.
- 7.) Use the matchbox to select the training provider. Enter agency name to limit the search. In this example, Information Technology Services was used. Select the “Find” button to display results. Highlight the desired training provider and choose “Select.”

Create Course Date

Training Provider

Search Term:

Select Course Provider Type

Provider Type:

Find

List

Provider	Provider ID	Provider Ty...	Organization
ITS - Information ...	7000000177	Customer	
ITS - Internal Serv...	7000000178	Customer	
ITS - Security Ser...	7000000179	Customer	
ITS - Telecommun...	7000000180	Customer	
ITS - WCC Operat...	7000000181	Customer	

Select **Close**

- 8.) Use the drop down menu for Organization to select “Internal” or “External.”

- 9.) Select the “Change Schedule” button.

General

Name: CUSTOMIZING EXCEL 2000 AND USING MACR

Short Text: * QCEX2K4

Assigned Course Group: ITS SPREADSHEET

Course Language: English

Location: * ROBERT G CLARK BLDG

Training Provider: ITS - Information S US-Jackson

Status: Planned

Organization: External

Booking: Booking Allowed

Schedule

Earliest Possible Start Date:

Course Start: Saturday, 00/00/0000, 00:00 Tm.

Course End: Saturday, 00/00/0000, 00:00 Tm.

Duration: 0.00 Hours on 0 Days

Change Schedule

- 10.) Select the “Change Manually” button to enter a date and time.

Change Schedule

Earliest Possible Start Date:

Schedule Model:

Weekday: Any

☐ Period Without Days Off

☐ Recurring Dates

Apply Changes

Schedule

Change Manually Add Period Delete Period Personalize

Date	Weekday	Start Time	End Time

OK Cancel

- 11.) Enter the date needed and the Schedule Model. Select “Apply Changes” and it will appear on the lower level.

Change Schedule

Earliest Possible Start Date: 04/20/2016

Schedule Model: 1 DAY

Weekday: Any

☐ Period Without Days Off

☐ Recurring Dates

Apply Changes

Schedule

Change Manually Add Period Delete Period Personalize

Date	Weekday	Start Time	End Time
04/20/2016	Wednesday	08:30:00	16:30:00

OK Cancel

- 12.) Select the “Save” button.

Create Course Date

E 50000250 Status: Planned Start Date/End Date: 00/00/0000 - 00/00/0000 Course Duration: 0.00 Hours on 0 Days Language: English

Save Close

Basic Data Rooms and Materials Instructors Qualifications and

General

Name: CUSTOMIZING EXCEL 2000 AND USING MACR

Short Text: * QCEX2K4

Assigned Course Group: ITS SPREADSHEET

Course Language: English

Location: * ROBERT G CLARK BLDG

Training Provider: ITS - Information S US-Jackson

Status: Planned

Organization: External

Booking: Booking Allowed

Schedule

Earliest Possible Start Date: 04/20/2016

Course Start: Saturday, 00/00/0000, 00:00 Tm.

Course End: Saturday, 00/00/0000, 00:00 Tm.

Duration: 0.00 Hours on 0 Days

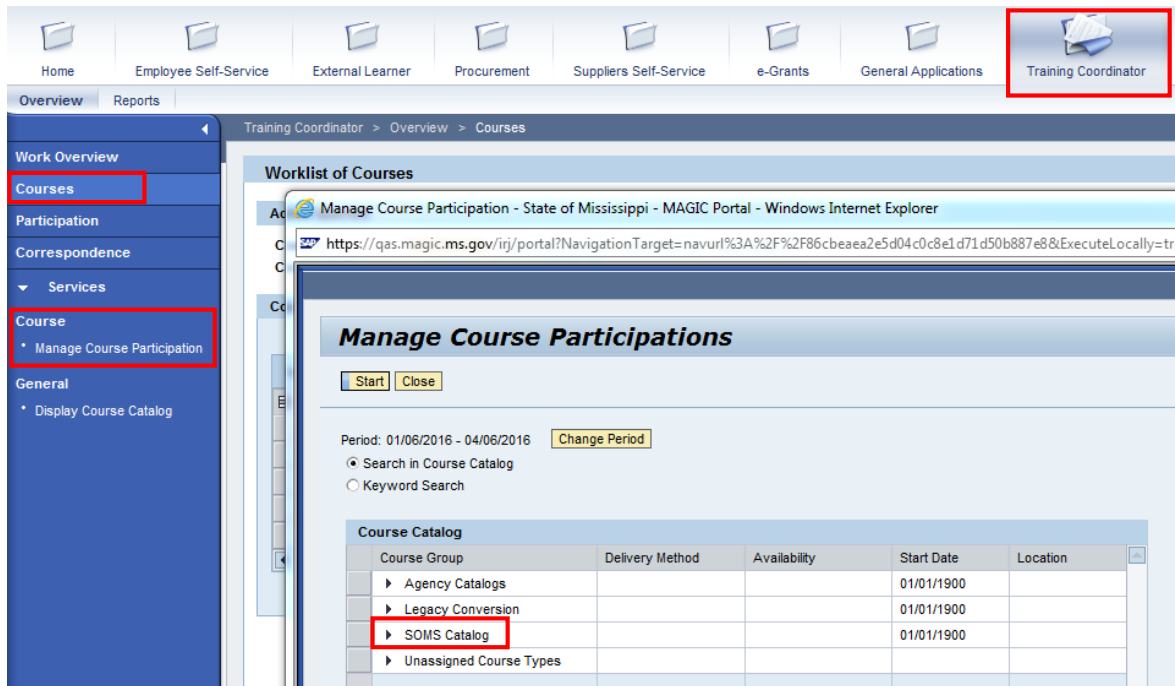
Change Schedule

MANAGE COURSE PARTICIPATION

Use this procedure to add participants to a course.

Menu Path: *Training Coordinator Tab > Courses > Course > Manage Course Participation*

- 1.) Select the Training Coordinator tab and then select “Courses.” You will then select “Manage Course Participation.” These actions will open the “Manage Course Participations” screen.



- 2.) Drill down in the SOMS catalog until the desired agency is located. For this example Information Technology Services will be used.

Manage Course Participations

[Start](#) [Close](#)

Period: 01/06/2016 - 04/06/2016 [Change Period](#)

☒ Search in Course Catalog
☐ Keyword Search

Course Catalog

Course Group	Delivery Method	Availability	Start Date
▶ NETWORK			01/01/1900
▶ OFFICE PRODUCTIVITY			01/01/1900
▶ OPERATING SYSTEMS			01/01/1900
▶ ORACLE			01/01/1900
▶ PLANNING & IMPLEMEN...			01/01/1900
▶ ITS PROGRAMMING			01/01/1900
▶ ITS PROJECT MANAGE...			01/01/1900
▶ SECURITY			01/01/1900
▼ ITS SPREADSHEET			01/01/1900
▶ CUSTOMIZING EXCEL...	Instructor-led Training		01/01/1900
▶ INTRODUCTION TO E...	Instructor-led Training		01/01/1900

3.) Once the course is found and selected, choose the “Start” button.

Manage Course Participations

[Start](#) [Close](#)

Period: 01/06/2016 - 04/30/2016 [Change Period](#)

☒ Search in Course Catalog
☐ Keyword Search

Course Catalog

Course Group	Delivery Met...	Availability	Start Date	Location
▶ NETWORK			01/01/1900	
▶ OFFICE PRODUCTIVITY			01/01/1900	
▶ OPERATING SYSTEMS			01/01/1900	
▶ ORACLE			01/01/1900	
▶ PLANNING & IMPLEMENTING TECHNOLOGY			01/01/1900	
▶ ITS PROGRAMMING			01/01/1900	
▶ ITS PROJECT MANAGEMENT			01/01/1900	
▶ SECURITY			01/01/1900	
▼ ITS SPREADSHEET			01/01/1900	
▼ CUSTOMIZING EXCEL 2000 AND USING...	Instructor led ...		01/01/1900	
▪ CUSTOMIZING EXCEL 2000 AND USIN...		14 Places Avail...	04/20/2016	301 BLDG
▶ INTRODUCTION TO EXCEL 97	Instructor-led ...		01/01/1900	
▶ INTRODUCTION TO LOTUS 1-2-3 97	Instructor-led ...		01/01/1900	
▶ INTERMEDIATE EXCEL 97	Instructor-led ...		01/01/1900	

- 4.) Select “Book Additional Participants” button. This action will open a new screen. Select the matchbox on the first row for Participant to open the “Select Participants” screen.

Manage Course Participations

E 50000250 Status: Firmly Booked Start Date/End Date: 04/20/2016 - 04/20/2016 Location: ROBERT G CLARK BLDG
 Course Duration: 8.00 Hours on 1 Days Language: English Places Available: 14

[Close](#)

Participants Basic Data Rooms and Materials Instructors Qualifications and Target Groups Prices and C

Capacity
 Minimum: 3 Optimum: 9 Maximum: 14

Booked Participants (0) Cancelled participants (0) Prebookings (0) Waitlist (0)


[Book Additional Participants](#) [Change Participation](#) [Cancel Participation](#) [Replace Participant](#) [Rebook Participant](#) [Change Fee](#)

Participant	Company	Booking Priority	Places	Fee	Currency

Places Available: Normal Bookings: 9 Essential Bookings: 5

Additional Participants

[Add Row](#) [Delete Row](#)

* Participant	Company	Booking Priority	Places	Fee	Currency
		Normal	1	150.00	USD

Select Participants

Participant
 Search Term:

Select Participant Type
 Participant Type:

[Find](#)

List

Participant	Participant...	Organization

[Select](#) [Close](#)

5.) Enter a name in the Search Term Field and select “Find.”

Select Participants

Participant

Search Term:

Select Participant Type

Participant Type:

Find

List

Participant	Participan...	Organizati...
James B Smith B	Person	05000070
Cynthia J Smith J	Person	09414045
David A Smith A	Person	07110282
Debra Jean Smith Jean	Person	03721908
Veronica Smith	Person	06710307

Select **Close**

6.) Highlight the correct person to be added to the course and choose “Select.”

Select Participants

Participant

Search Term:

Select Participant Type

Participant Type:

Find

List

Participant	Participan...	Organizati...
James B Smith B	Person	05000070
Cynthia J Smith J	Person	09414045
David A Smith A	Person	07110282
Debra Jean Smith Jean	Person	03721908
Veronica Smith	Person	06710307

Select **Close**

- 7.) If more than one person needs to be added to the course, select the “Add Row” button and repeat steps 4-6 for each additional participant. Once all participants are added, select “OK,” which triggers workflow and will be available for the approver to “Allow Registration.”

Additional Participants

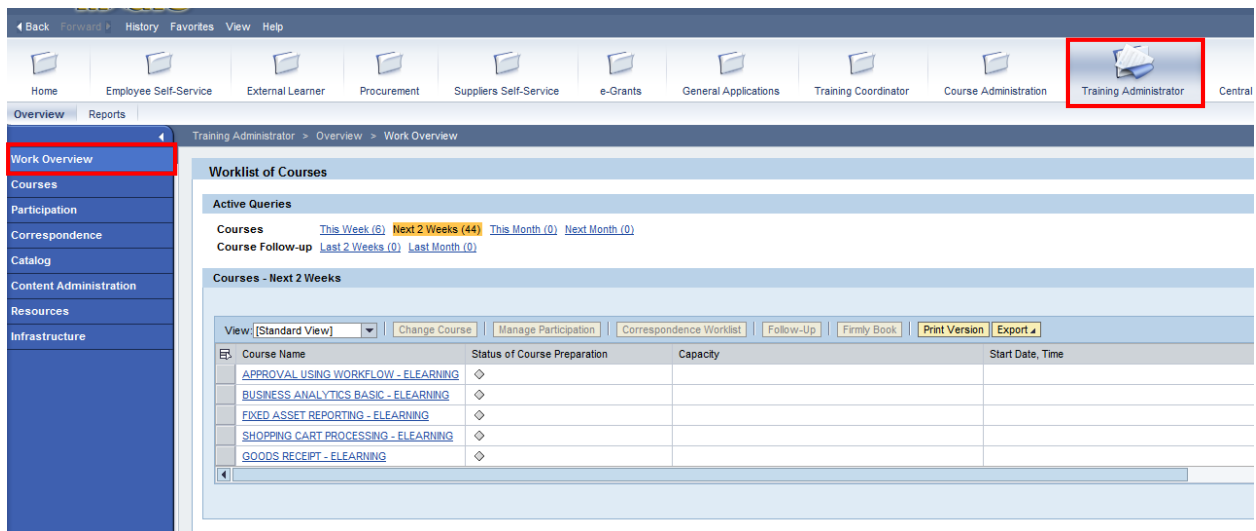
* Participant	Company	Booking Priority	Places	Fee	Currency	Settlement Method	Settlement Details
James B Smith B	05000070	Normal	1	150.00	USD	Activity Allocation	Cost Center: 1501...
		Normal	1	150.00	USD		

FIRMLY BOOK A COURSE

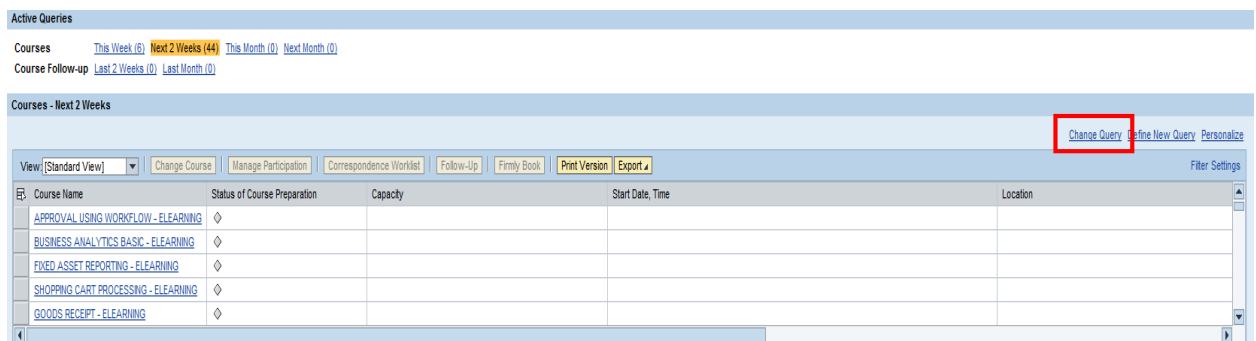
The purpose of this procedure is to change a class to a “firmly booked” status. When a course status is “planned,” participant priority can be changed. Note that no emails will be sent to participants until a course is listed as “firmly booked.” You will not be able to firmly book a course if no participants have registered.

Menu Path: *Training Administrator tab > Work Overview*

- 1.) Select the “Training Administrator” tab; then select “Work Overview.” The “Worklist of Courses” displayed is based on the query you selected.











- 2.) Select “Change Query.” This action will allow you to refine the courses shown on the Worklist. (*This step applies to the Central Training Administrator role only.*)



- 3.) Apply any changes to search parameters by using the matchbox or drop down boxes. Then select “Apply.” (*This step applies to the Central Training Administrator role only.*)

Worklist of Courses

Change Query 'Next 2 Weeks' (Object Type: Course Next 2 Weeks)

Delivery Method	
Delivery Method:	<input type="text"/>  
Language	
Language:	<input type="text"/> 
Location	
Location:	<input type="text"/> 
Period in the Past	
Period in the Past:	<input type="text"/>
Unit:	<input type="text"/> 
Period in the Future	
Period in the Future:	<input type="text"/>
Unit:	<input type="text"/> 
Period	
Period:	<input type="text"/> 
End:	<input type="text"/> 

[Preview](#)

[Criteria Personalization](#)

Apply

[Cancel](#)

- 4.) Select the course that needs to be firmly booked by highlighting the row and choosing the box to the left. Then select the “Firmly Book” button.

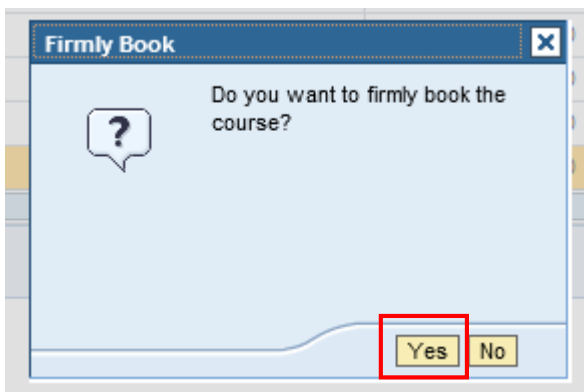
NOTE: You cannot change a course to firmly booked unless someone has registered.

Courses - Next 2 Weeks

View: [Standard View] [Change Course](#) [Manage Participation](#) [Correspondence Worklist](#) [Follow-Up](#) **Firmly Book** [Print Version](#) [Export](#)

Course Name	Status of Course Preparation	Capacity	Start Date, Time
HOT BUTTONS: USING PERSONALITY TYPE TO M	◇	○○●	04/12/2016 08:30:00
HUMAN RESOURCE CERTIFICATION PROGRAM-PRO	◇	○○●	04/21/2016 08:30:00
HOT BUTTONS: USING PERSONALITY TYPE TO M	◇	○○●	04/20/2016 08:30:00
CPM LEVEL I	◇	○○●	04/20/2016 08:30:00
CUSTOMIZING EXCEL 2000 AND USING MACROS	◇	○○●	04/20/2016 08:30:00

- 5.) “Do you want to firmly book the course?” Select “Yes.”



☒ Course was firmly booked

Active Queries

Courses [This Week \(6\)](#) [Next 2 Weeks \(10\)](#) [This Month \(0\)](#) [Next Month \(0\)](#)
 Course Follow-up [Last 2 Weeks \(0\)](#) [Last Month \(0\)](#)

Courses - Next 2 Weeks

View: [Standard View] [Change Course](#) [Manage Participation](#) [Correspondence Worklist](#) [Follow-Up](#) [Firmly Book](#)

Course Name	Status of Course Preparation	Capacity
HOT BUTTONS: USING PERSONALITY TYPE TO M	◇	○○●
HUMAN RESOURCE CERTIFICATION PROGRAM-PRO	◇	○○●
HOT BUTTONS: USING PERSONALITY TYPE TO M	◇	○○●
CPM LEVEL I	◇	○○●
CUSTOMIZING EXCEL 2000 AND USING MACROS	◇	○○●

- 6.) If you select the class hyperlink, it will open and the status will be changed to “Firmly Booked.”

Show Course Details - CUSTOMIZING EXCEL 2000 AND USING MACROS

E 50000250	Status: Firmly Booked	Start Date/End Date: 04/20/2016 - 04/20/2016	Location: ROBERT G CLARK BLDG	Course Owner
	Course Duration: 8.00 Hours on 1 Days	Language: English	Places Available: 14	

[Close](#)

Basic Data Rooms and Materials Instructors Qualifications and Target Groups Prices and Costs Links Control Parameters

General

Name: CUSTOMIZING EXCEL 2000 AND USING MACR

Short Text: * QCEX2K4

Assigned Course Group: ITS SPREADSHEET

Course Language: English

Location: * ROBERT G CLARK BLDG

Training Provider: ITS - Information S.US-Jackson

Status: Firmly Booked

Organization: External

Description

Text Language: English

Description Course Content Notes More...

Description Type: Extended Course Text

Enter description below:

[Edit](#)

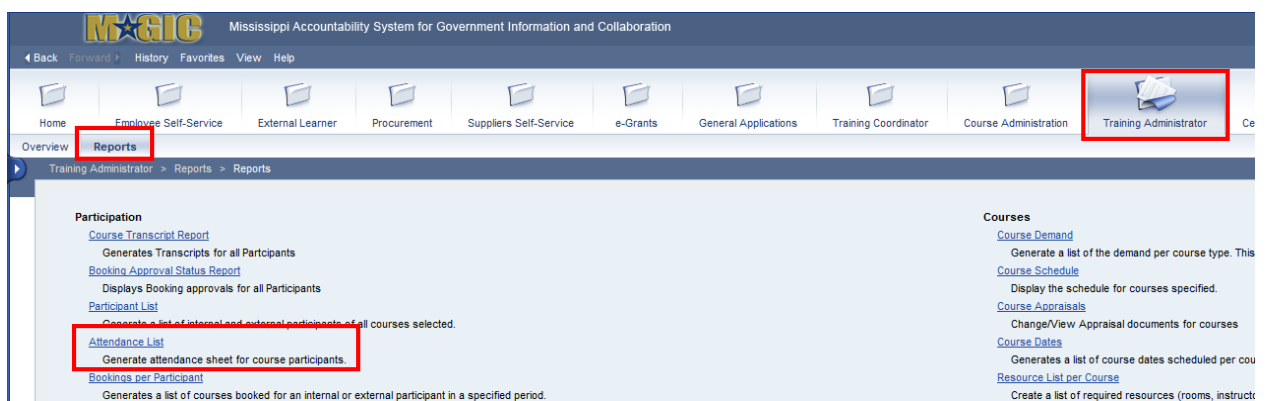
VIEW OR PRINT ROSTER

The purpose of this procedure is for Training Administrators to print or view the roster for a class for their agency. Attendees must be approved by their agency approver before they will appear on this report.

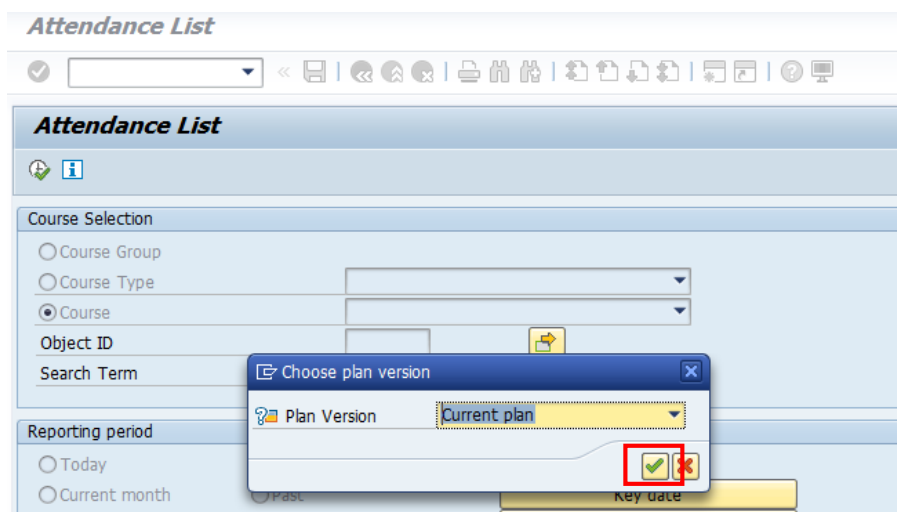
NOTE: SAP GUI is required for this procedure.

Menu Path: *Training Administrator Tab > Reports > Attendance List*

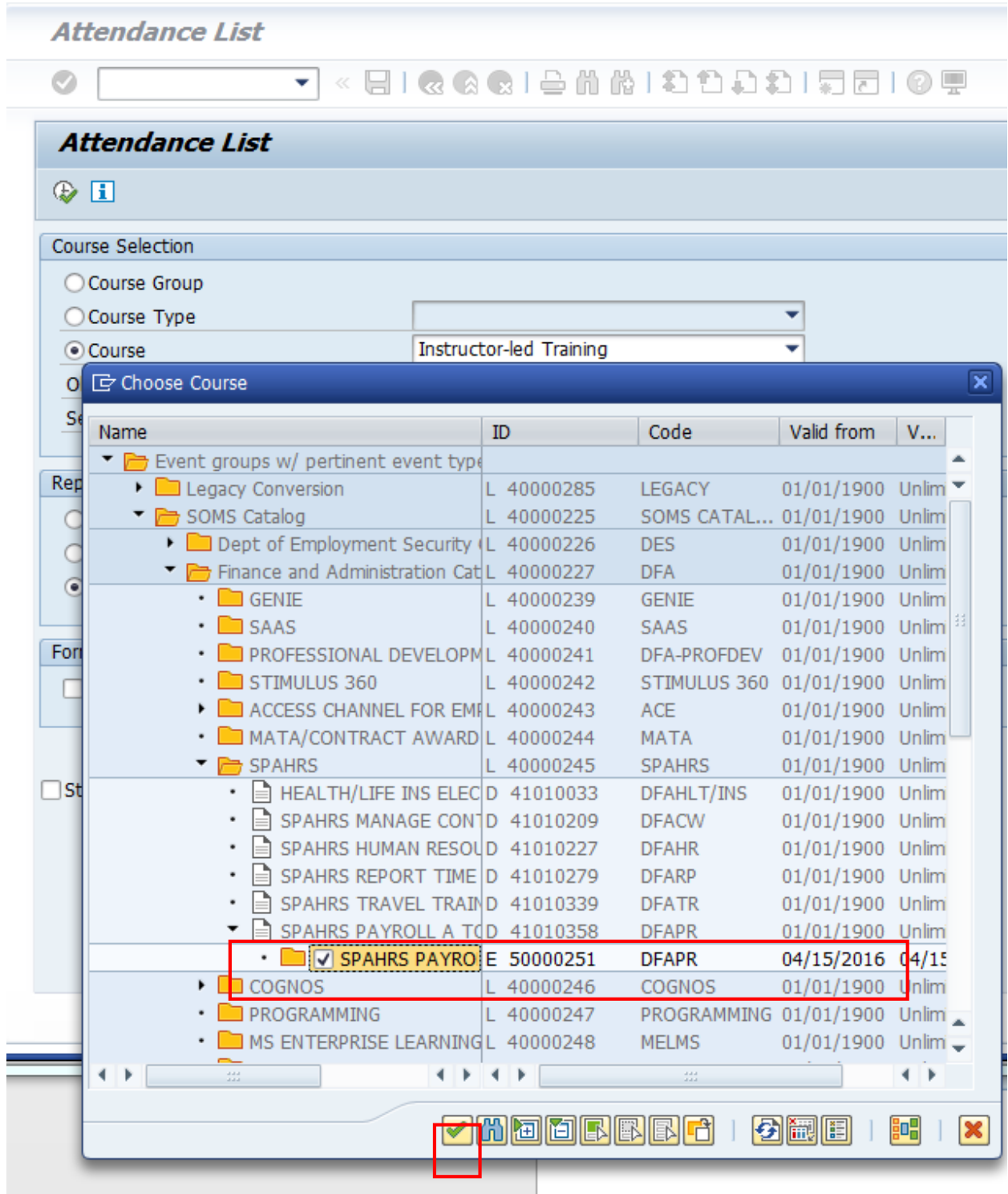
- 1.) Select the “Training Administrator” tab and then the “Reports” tab. Locate the “Attendance List.” Selecting “Attendance List” will open a new window.



- 2.) Select “Instructor-led” in the Course field. Select the green check box for Current Plan version.





- 3.) Drill down in the catalog in the object ID field until you find the class for which you need to pull the roster. Place a check in the box to select the class. Then select the green check box.



Result: Object ID(s) transferred.


- 4.) Set the reporting period if you would like to narrow the results for that class offering. Then select the green execute button.

Attendance List

Course Selection

☐ Course Group
☐ Course Type
☒ Course

Object ID: 50000251 

Search Term:

Reporting period

☐ Today ☐ All
☐ Current month ☐ Past
☒ Current Year ☐ Future

Key date

Other period




Formatting Options

☐ PDF-Based

☐ Standard Selection Screen

- 5.) Select the WinWord Icon to open it in Microsoft Word to be able to print the roster.
Note: You may have to close other Word applications in order for the roster to print.

Participant List

 WinWord  Organizational Assignment  Alphabetically

04/14/2016 Course Attendance List 1

SPAHRs PAYROLL A TO Z of 04/15/2016 - 04/15/2016

Course Language E

Please complete missing participants' names in block letters

Participant	Org. Assignment	Signature
Susan Perry	01610393	
Catherine E Wagoner E	01610118	

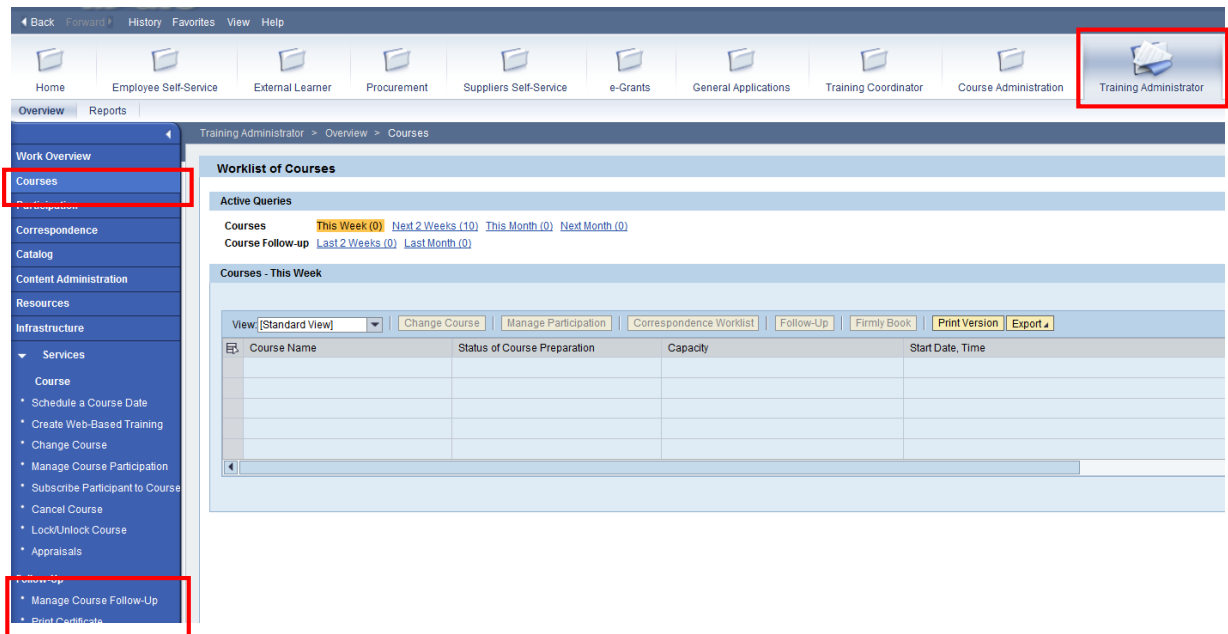
MANAGE COURSE FOLLOW-UP

The purpose of this procedure is to follow up on courses, including attendance, pass/fail results,

and proficiency if applicable.

Menu Path: *Training Administrator Tab > Courses > Follow- Up > Manage Course Follow-Up*

- 1.) Follow the path from the “Training Administrator” tab to manage course follow-up.



- 2.) Enter the Course name; the parameters can be narrowed using the date range or location. Select the “Go” button. For this example SPAHRS Payroll was used.

The screenshot shows the 'Course Follow-Up' form. The form has a progress bar at the top with steps: 1. Select Course, 2. Confirm Attendance, 3. Evaluate Participants, 4. Transfer Qualification, 5. Review and Save, 6. Complete. The 'Select Course' step is active. The form contains fields for 'Course Name' (SPAHRS), 'Location' (empty), 'Period' (This Week), 'Start Date' (04/18/2016), and 'End date' (04/24/2016). There is a checkbox for 'Include courses that have already been followed up' and buttons for 'Go' and 'Reset'. Below the form, the 'Search Results' table is displayed:

Course	Delivery Method	Start Date	End Date	Location
SPAHRS PAYROLL A TO Z	Instructor-led Training	04/22/2016	04/22/2016	ROBERT G CLARK BLDG

- 3.) Highlight the desired course by selecting the gray box in front of the course. Select “Next.” This action will bring you to the Confirm Attendance screen.

Course Follow-Up

1 Select Course 2 Confirm Attendance 3 Evaluate Participants 4 Transfer Qualification 5 Review and Save 6 Complete

Previous **Next** Close

Select a course for follow-up

Course Name: SPAHRS Location:

Period: This Week Start Date: 04/18/2016 End date: 04/24/2016

☐ Include courses that have already been followed up

Go Reset

Search Results

Course	Delivery Method	Start Date	End Date	Location
SPAHR PAYROLL A TO Z	Instructor-led Training	04/22/2016	04/22/2016	ROBERT G CLARK BLDG

- 4.) On the Confirm Attendance Step use the drop down arrow to mark the attendance as present, absent, or unconfirmed. You can also use the box to mark “All Present” or “All Absent.” Select “Next” to continue to Evaluate Participants.

Course Follow-Up

Selected Course SPAHR PAYROLL A TO Z

1 Select Course 2 **Confirm Attendance** 3 Evaluate Participants 4 Transfer Qualification

Previous **Next** Close

Select the attendance of the participants

Participants

Participant	Attendance
Perry, Susan	Unconfirmed
Wagoner, Catherine E	Unconfirmed

All Present All Absent

- 5.) Use the drop down to mark the participants as “Course Passed,” “Course Failed,” or “Not Rated” if applicable. The “All Passed” or “All Failed” button can be used to select all. Select “Next” to move onto the Transfer Qualification section.

Course Follow-Up

Selected Course SPAHRS PAYROLL A TO Z

1 2 3 4

Select Course Confirm Attendance Evaluate Participants Transfer Qualification

Previous Next Close

Assess the participants by selecting the appropriate value

Participant	Participant Assessment	Reason for Not Passing
Perry, Susan	Course Passed	
Wagoner, Catherine B	Course Passed	

All Passed All Not Passed

- 6.) If the Course has Qualifications, use the drop down box to select the correct qualification. Not all courses have qualifications. Once completed, select “Next.”

☒ No qualifications were found which could be transferred

1 2 3 4 5 6

Select Course Confirm Attendance Evaluate Participants Transfer Qualification Review and Save Completed

Previous Next Close

Select the proficiency of the participants

- 7.) Review and Save the course follow-up. The box **MUST** be checked in order to flag the course as followed-up.

Course Follow-Up

Selected Course SPAHRS PAYROLL A TO Z

1 2 3 4 5

Select Course Confirm Attendance Evaluate Participants Transfer Qualification Review and Save

Previous Next Close

Review the entries for the course and save

☒ Flag course as followed-up when saving data

Participants

Participant	Attendance	Participant Assessment	Reason for Not Passing	Qualification	Proficiency
Perry , Susan	Present	Course Passed			
Wagoner , Catherine E	Present	Course Passed			

Course Follow-Up

Selected Course SPAHRS PAYROLL A TO Z

☒ Your course follow-up was saved

1 2 3 4 5 6

Select Course Confirm Attendance Evaluate Participants Transfer Qualification Review and Save Completed

Previous Next Close

What do you want to do next?

[Select another course to follow-up](#)

Participants

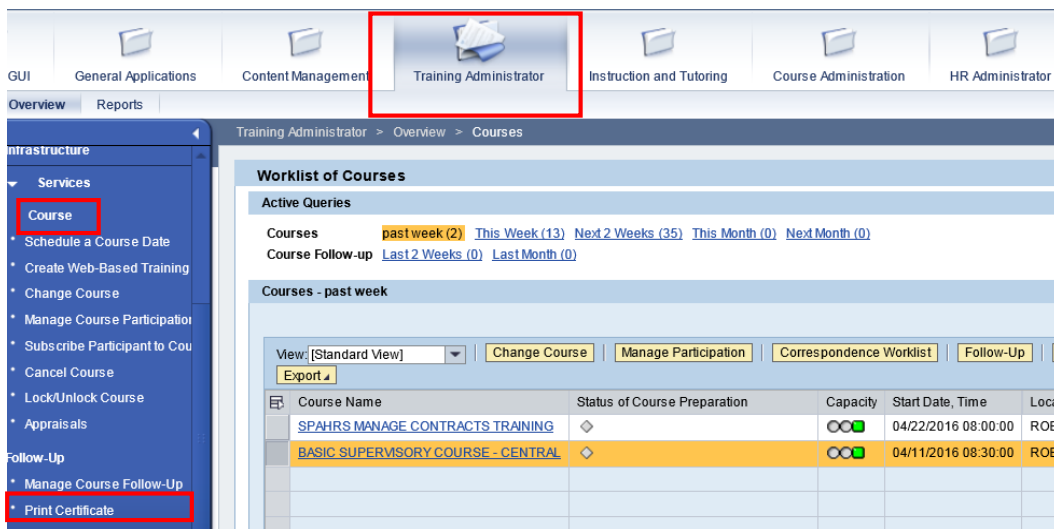
Participant	Attendance	Participant Assessment	Reason for Not Passing	Qualification	Proficiency	Start Date	End Date
Perry , Susan	Present	Course Passed					
Wagoner , Catherine E	Present	Course Passed					

PRINTING COURSE CERTIFICATE

The purpose for this procedure is to allow Training Administrators to provide participants of a course with a certificate of completion. There is a required template that administrators must have saved on the computer used to complete this process. This action will also require SAPGUI installation on the computer to be used to print the certificate.

Menu Path: *Training Administrator Tab > Courses > Course Follow-Up > Print Certificate*

- 1.) Select on the “Training Administrator” Tab and then “Courses.” Then select “Course Follow-Up” and then select “Print Certificate.”




- 2.) Select “Instructor-led Training” from the drop down box, and then select the matchbox for “Object ID.”


The screenshot shows the 'Participant List' form in SAPGUI. It includes sections for 'Period Selection' (Date Range), 'Course Selection' (Qualification, Course Type, Course, Object ID), and 'Participant Selection' (Participant Types, Personnel Number). The 'Course Selection' section has a dropdown menu with 'Instructor-led Training' selected (highlighted with a red box). The 'Object ID' field is also highlighted with a red box.

- 3.) Once the Course needed is selected and populated into the Object ID field, select the “Execute” button.

Participant List






Period Selection

Date Range to 


Course Selection


☐ Qualification
☐ Course Type
☒ Course


 Instructor-led Training 

Object ID 50000111 



Participant Selection

Participant Types Employee 

Personnel Number to 

- 4.) When the participant list is populated, select “Word Processing Icon.”

Participant List

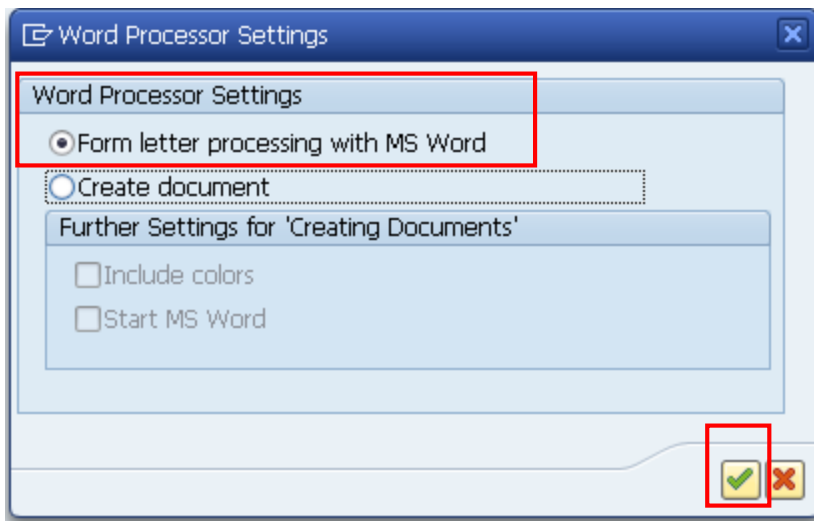



Participant List

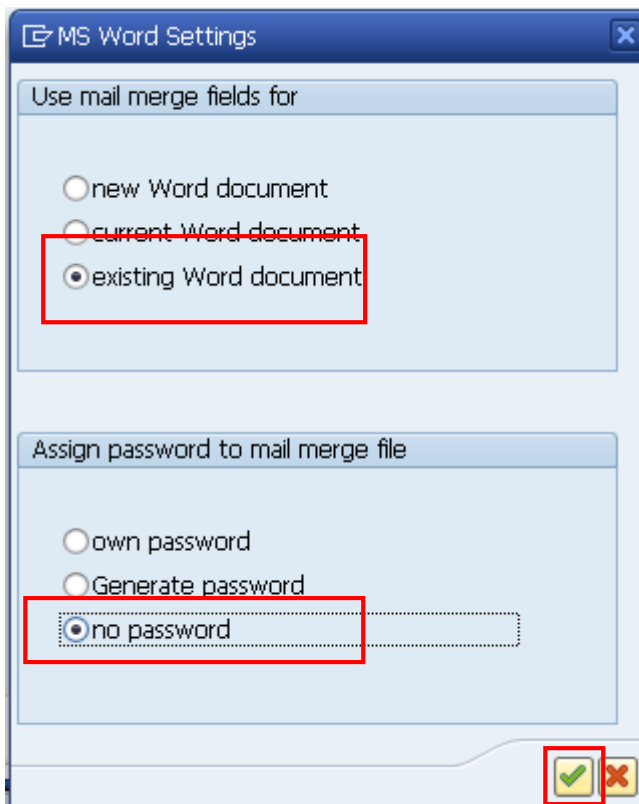
Selection Period: 01/01/1800 - 12/31/9999
Total Participants: 1

DelMethod Long	Object ID	Course/Qualification Name	Start date	End Date	Participan	Attendee I	First Name
Instructor-led Training	50000111	BASIC SUPERVISORY COURSE - CENTRAL	04/11/2016	04/15/2016	P	30581931	Catherine

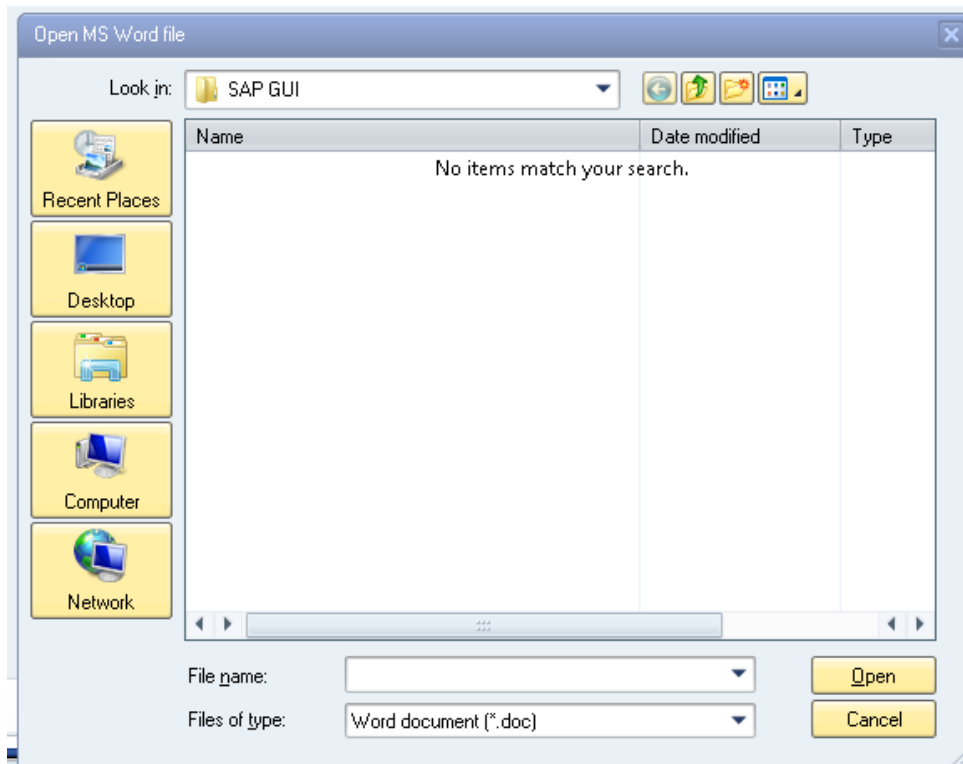
- 5.) Select the radio button “Form letter processing with MS Word” and select the green checkmark.



- 6.) Select the radio buttons “existing Word document” and “no password.” Select the green checkmark.

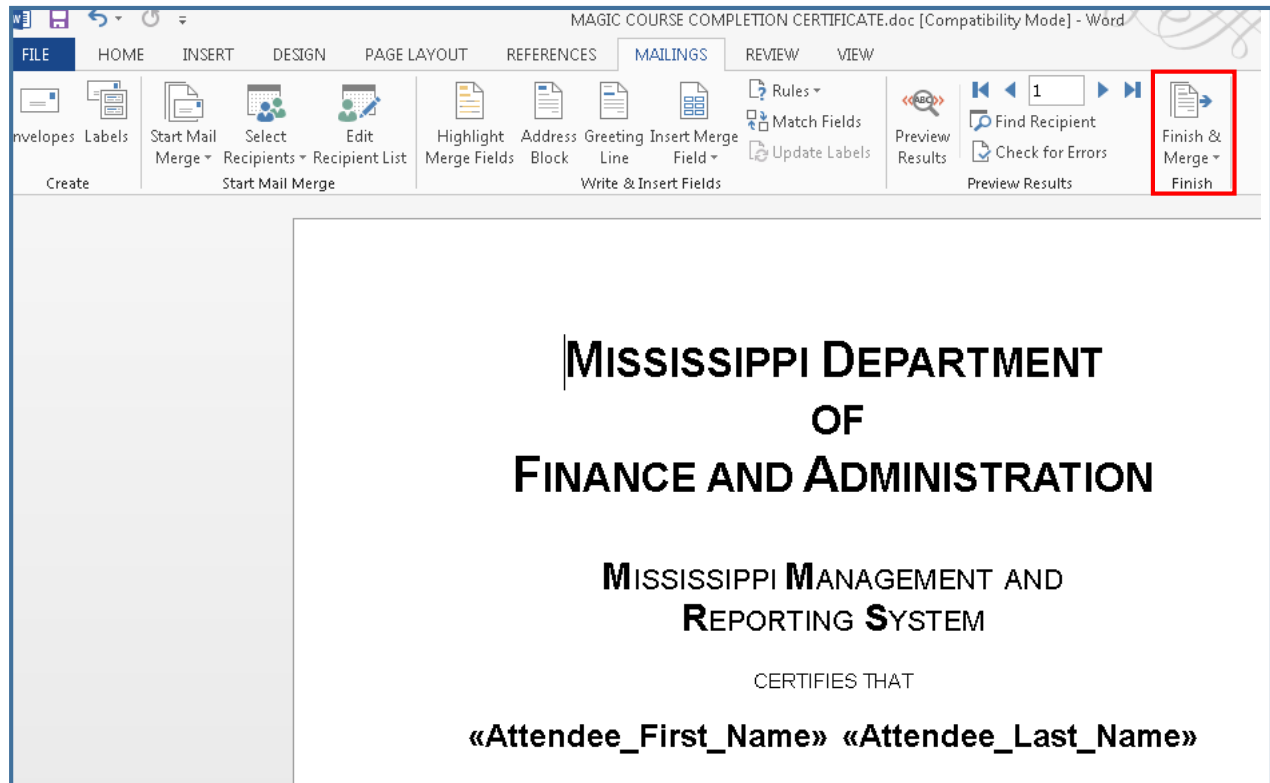


7.) Locate where the template is stored on the computer.



8.) Once the template is selected, the system will open the template.

9.) Select “Finish and Merge.”



10.) Select “Edit individual document,” and then select “All.” A new Word document will open with all of the attendees and course information included.